

Department of Pediatrics' Finance Office Staff Quick Reference List¹

Contact Information	Jimmy Alston Director, Financial Rsrch jimmyalston@uabmc.edu 205-638-5669	Chris Chicarello Clinical Financial Officer mchicarello@uabmc.edu 205-638-9502	Christian Foster Financial Officer II christianfoster@uabmc.edu 205-638-5624	Holly Henderson Financial Officer II hehenderson@uabmc.edu 205-638-2433	Steven Marchmen Financial Officer II smarchman@uabmc.edu 205-638-5624	Vicky Moore Financial Officer I mvarthurmoore@uabmc.edu 205-638-9623
Divisions	Child Abuse Dev & Behavioral Peds/Sparks Clinics Hospital Medicine Infectious Disease ² Neonatology ³	Adolescent Medicine Academic Gen Pediatrics Hematology/Oncology ⁴ Infectious Disease (only Dr. Poole's Ryan White grant and Dr. Acosta)	Hematology/Oncology ⁴ Neurology	Cardiac Critical Care Cardiology Endocrinology & Diabetes Pulmonary & Sleep Med Hematology/Oncology ⁴	Critical Care Infectious Disease (only Dr. Obaro) Neonatology ³ Nephrology	Allergy & Immunology Emergency Medicine Gastroenterology, Hepatology & Nutrition Rehab Medicine Rheumatology
<p>The above financial office staff aid faculty with</p> <ul style="list-style-type: none"> • Post-award (reconciling/balance info, effort, invoicing, etc.), • Pre-award budget assistance, • Pre-award submission assistance (in some cases), and • General questions regarding administrative/financial issues <p>In addition, Mr. Alston manages space issues/concerns and equipment inventory for the department.</p>						
Contact Information	Geeta Chhabra Budget Officer II gchhabra@uabmc.edu	Sheila Gilbert Grants Administrator II sheliacoleman@uabmc.edu Office: 205-638-2577	Carlos Hinds Financial Associate cahinds@uabmc.edu Office: 205-638-6761			
Divisions	Department-wide resources			Neurology (only Ness)		
The primary role of Ms. Chhabra and Ms. Coleman is to help faculty, regardless of DOP division, with pre-award submission of all federal grants and, in some cases, non-federal grants. While many faculty, or their respective financial officers, handle post-award NIH Research Performance Progress Reports (RPPR), Ms. Coleman can also assist with this process.				Mr. Hinds offers post-award support for the other team members in the Finance Office. This includes expense posting in BA software, personnel salary info maintenance in BA, etc. Additionally, he offers direct post-award support to the listed division and faculty member.		

¹General responsibilities listed for each team member above are not intended to serve as full job descriptions for anyone but rather to provide faculty with a quick reference tool to assist them in where to go for certain research/financial needs. In an emergency, faculty may reach out to Jimmy Alston.

²Infectious Disease is a unique division in that it has its own PI-funded personnel within that support certain faculty members. Jimmy Alston supports the following faculty/investigators: Britt, Boppana, Fowler, Hutto, Pinninti, & Ross

³For Neonatology, Jimmy Alston supports all except Luaces, Manasayan, Peralta, Ramani, Salas, Shukla, Sims, Travers, & Willis (all of whom are supported by Steven Marchman).

⁴Some larger divisions are shared between two team members. When this is the case, the affected divisions are listed under both team member's names. For Hem/Onc, Christian Foster supports all except Hashizume, Kasztan, Lebensburger, & Luo (who are supported by Chris Chicarello); Richard Lu is supported by Holly Henderson.